

**JOB DESCRIPTION**  
**MARSHALL COUNTY, ALABAMA**

**ACCOUNTING SPECIALIST - REVENUE**

---

**JOB GRADE: 14**

**JOB CODE: 940**

Department: Revenue  
Reports To: Revenue Commissioner  
Date: April 2016  
FLSA: Exempt  
DOT Ref: 160.162-018

**JOB DESCRIPTION**

This is a professional level accounting position involving the application of accounting and auditing principles, methods and procedures in the establishment, analysis and maintenance of fiscal records, as well as overseeing office operations. Duties include performing professional accounting and auditing work of routine difficulty according to established procedures and regulations. Employee may also assist in providing specific analyses, interpretations and preparation of complex financial reports. Employee may be required to make professional decisions and judgments in accordance with generally accepted accounting and auditing principles and practices. Employee will assist in the administration and supervision of the office.

**ESSENTIAL JOB FUNCTIONS**

- A. Prepare, examine or analyze accounting records, financial statements or other financial reports to assess accuracy, completeness and conformance to reporting and procedural standards.
- B. Develop, maintain and analyze budgets, preparing periodic reports that compare budgeted costs to actual costs.
- C. Compile, code, categorize, calculate, tabulate and verify information and data.
- D. Maintain financial records by entering, accessing and retrieving financial data using current computer technology.
- E. Polite and competent interaction with the public, employees, departments, and other agencies.
- F. Assist in the administration of the office and supervision of employees.

**KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of arithmetic, algebra and their applications.
- Knowledge of the principles of accounting and auditing, specifically pertaining to governments.
- Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition and grammar.
- Knowledge of the Code of Alabama as it pertains to ad valorem taxation of real estate, manufactured homes, business personal property, and the collection of taxes and related matters.
- Ability to read, comprehend and interpret laws, regulations, departmental rules and regulations, procedures and instructions.
- Ability to communicate clearly and effectively, both orally and in writing.
- Ability to operate and utilize basic office equipment, including computer equipment and software.
- Ability to understand written and verbal instructions and directives.

**KNOWLEDGE, SKILLS AND ABILITIES (Continued)**

- Ability to account for and distribute large sums of money accurately.
- Ability to perform moderately complex mathematical calculations.
- Working knowledge of Microsoft Word and Excel.
- Ability to establish and maintain effective working relationships with other employees, representatives of other organizations and the public.
- Ability to interact with people providing information in a polite and efficient manner, in person, by phone or written.
- Ability to use good judgment to make decisions in accordance with precedents and regulations and apply them to the work situation.

**MINIMUM QUALIFICATIONS**

- A Bachelor's degree from an accredited college or university with a major in Accounting, with at least 3 years of administrative or supervisory experience, or an equivalent combination of education & experience.
- Successful completion of at least three (3) semester hours in governmental accounting is preferred.
- Must possess a valid State of Alabama driver's license and a driving record suitable for insurability.

**This job description indicates in general the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the ADA) expected of an incumbent. It is not designed to cover or contain a comprehensive listing of activities duties or responsibilities required of an incumbent. An incumbent may be asked to perform other duties as required. This job description reflects management's assignment of essential functions and position responsibilities. Nothing in this job description restricts management's rights to assign or reassign duties and responsibilities to this job at any time. Incumbent must be able to perform the essential functions of this position with or without reasonable accommodation.**